

Procurement Advisory No. 123

Acquiring Rental Storage Space short and long term with USDA Purchase Card

1. SUMMARY

This Advisory provides guidance for revisions to Departmental Regulation (DR) 5013-6, Use of the Purchase Card and Related Alternative Payment Methods. This Advisory changes the policy to allow acquiring rental storage space on a short and long term basis with the use of the USDA purchase card.

2. BACKGROUND

The old policy in DR 5013-6, Section 15a states that;

Supplies, Equipment, and Non-personal Services. The purchase card may be used to purchase supplies (authorized supplies and equipment) and non-personal services in accordance with the limits established for a cardholder. It may also be used to acquire, on a temporary or short-term basis (up to 180 days), rental space including meeting and conference rooms, parking for government-owned or leased vehicles, or storage. The cardholder must ensure there is adequate funding and the item is purchased at a fair and reasonable price. Program payments are prohibited.

This Advisory changes the above paragraph. The new policy is now:

Rental storage space may be acquired on a short and long term basis with the use of the USDA purchase card.

3. REFERENCES

Department Regulation (DR) 5013-6, Use of the Purchase Card and Related Alternative Payment Methods.

4. ACTIONS

Effective immediately.

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